

2 July 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-170-1 (SUPPLEMENT 1)

SUBJECT: Special Functions

RESCISSIONS: OPM 20-190-2 (61-53) dated 12 Aug 53
OPM 20-190-5 (25-54) dated 8 Apr 54

1. Budget Officer, Office of Personnel

The Budget Officer, Office of Personnel, is responsible for the development and coordination of budgetary requirements for the Office of Personnel and for the preparation and processing of related fiscal materials. All purchase orders or other requests for Office supplies, equipment or services (other than personal services) which will require the obligation of funds in the Office of Personnel allotment series (5-1700 series and 5-7207) require the prior approval of the Budget Officer.

The Budget Officer will function under the general administrative direction of the Chief of the Staff or Division to which he is organizationally assigned and under the specific and detailed direction of the Deputy Assistant Director for Personnel and the Executive Officer with respect to budgetary matters. The Budget Officer is delegated authority to confer with any member of the Office of Personnel or of other Offices of the Agency in connection with this responsibility.

2. Special Assistant for Career Service

The Special Assistant for Career Service will be responsible for the implementation of such orders, directions, and instructions as may be given to him by the Assistant Director for Personnel in connection with the Career Service System. In the performance of these assigned tasks, each Division and Staff Chief is directed to extend the most complete cooperation and assistance, and make available the resources and facilities of his organization. Requests for work by the Special Assistant for Career Service will be honored without reference to the Assistant Director for Personnel unless the accomplishment of the work requested would interfere seriously with or unduly delay the performance of regular work.

The Special Assistant for Career Service will also serve as the Executive Director of the CIA Selection Board.

George L. Nelson
Deputy Assistant Director
for Personnel

OPM 44-54

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DOCUMENT NO.

NO CHANGE IN CLASS

DECLASSIFIED

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REVIEW DATE: 20 Jul 55

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REVIEWER: 028725

CONFIDENTIAL